



Lauren Ritchie
The Secretary
P.O. Box 184
West Brunswick
Victoria 3055

Website: www.millineryaustralia.org
E-mail: secretary@millineryaustralia.org
Instagram: @millineryaustralia

1. Introduction

1.1. Welcomed to the 1st Millinery Association of Australia Executive Committee Meeting

1.2. Meeting Begins at 6:58pm (Melbourne Time)

1.3. Attendees

1.3.1. Present: Phillip Rhodes, Brenda Wilson, Lauren Ritchie, Margaret Watson, Lisa Bell, Rachael Henson, Debbie Kelly, Louise Macdonald, Lorraine Gill

1.3.2. Apologies: Catherine Kelly - due to Zoom issues

1.3.3. Absent: None

2. Confirmation of Previous Minutes of the Previous Minutes

2.1. There are no minutes from a previous meeting for this year

3. Business Arising from the Previous Minutes

3.1. There are business arising from a previous meeting for this year

4. Reports

4.1. President's Report

4.1.1. Welcome and introduction by all of their name and what they hope to see achieved this year.

- Phillip - Great clarity and simplicity

- Louise - Clear process and understanding of budget

- Margaret - looking to support budget needs and answer any queries

- Brenda - achieve through all contributing small amounts to share the load and see national action not just centrally in Melbourne

- Debbie - Seeing an all in one group on a national level, bring Perth into the loop through exploring education possibilities

- Rachael - creating a small local community of members in the area of Canberra and surrounds

- Lisa - tiered membership to address different needs, new structure of reviewing events, national focus on what we can do and provide

- Lauren - quality over quantity, clear processes established to allow format of projects and processes to exist past this committee

- Lorraine - not yet connected to meeting through Zoom

4.1.2. There is a certain expectation of change as demonstrated by the election

- time for a National Conversation

- Consider the aims of the association as the current ones do not accurately reflect our needs, revisit so they direct our direction



- We need to look at the Rules to ensure that we comply
- Create a course of action and maintain course, planning long term so we are not just caught reacting instead of being proactive about our engagement with events
- We have 8 months to achieve something, very concise
- The form of meeting is going to provide an added challenge including which forms of communication shall be most effective
- Melbourne is now in a new position and as any an important time to know your local members
- Photoshoot Project - suggesting MAA assist each state with a nominated amount of funds to assist with branding and having a library of images of members work
- We need to look for forge a stronger identity in which is reflected in the Hats Off Event. With a clear identity it will remove the question of - what is in it for me?

4.2. Treasurer's Report

4.2.1. For 2015 Report, Pop Up Shop Summary, MAArvelous Millinery Financial summary and Hats Off to Brisbane See Drive>Committee>Treasurer's Report 2016-01-26 <https://drive.google.com/open?id=0B1vlfMHZGz2rUjB2emI5Ykl5YIE>

4.2.2. New account to be opened to Hats Off to Adelaide with an amount of \$5,000 as initial balance

Motion by: Margaret

Seconded by: Lorraine

Motion: Passed

4.2.2.1. Details for signatory to be mailed to Lorraine by Margaret

5. Agenda Items

5.1. Membership Applications

5.1.1. Previously viewed by all committee members in meeting and voted passed on each application, due to new video conferencing format of meeting will share applications through Drive in Committee Folder

(<https://drive.google.com/open?id=0B1vlfMHZGz2rRVVfX2kwWEdbvFU>)

- Please record yes or no next to your name on the e-mail, this will not be revealed to the applicant, they will only be notified is successful or unsuccessful.

5.2. Model Rules

5.2.1. Lauren investigated what is currently submitted to Consumer Affairs for The Millinery Association of Australia, found document with submitted amendments from August 2015 that was based on the 1981 Act with amendments made in 1995 and 2005 however made no reference to the 2012 Act. Called Consumer Affairs to confirm requirement to confirm, as we have our own rules how they work in relation to the new act. An association that has their own rules may still continue to do so however must comply with the Act over any rule listed in their own rules.

5.2.2. Rachael to review differences between MAA Rules and Act - to be presented before next meeting for review and discussion

5.3. Events for the year and Budget



5.3.1. Project Proposal Developed

- Available on Google Drive at

https://drive.google.com/open?id=15xpDIAWQg9I4hGNuxXDGvVUY3NbgNj0C3-Foq2B1-_M

-To placed on website in members section (Administration Assistant)

- Any Proposals to be sent to Secretary for distribution with agenda - to occur 7 days before meeting. This will allow for committee members to review the proposal in preparation to ask further questions at the meeting or place vote to fund requested amount and place MAA brand on project.

5.3.2. Administration Assistant Position

5.3.2.1. Currently filled by Lauren, totalled \$2671.39 for time and expense last year, minimum pay of 3 hours per week, up to 4 hours depending task requirements

5.3.2.2. Discussion of possible conflict and overlap of roles, however position descriptor states the expectation of the Administration Assistant Role. Lauren stated her understanding that the role of Secretary is a voluntary role as does not expect any monetary reimbursement for her time.

5.3.2.3. The Treasurer, Margaret Watson, questioned the validity of paying Lauren Ritchie as Administrative Support by stating that as Treasurer, she worked harder than Lauren.

5.3.2.4. Louise Macdonald spoke in support of continuing to pay for the Administrative Support position . Louise felt that the paying to have the MAA website and social media kept up to date ensured that the members had access to correct up to date information.

5.3.2.5. At this point in the meeting our Zoom connection became somewhat unreliable and a decision was made to review the position at the next meeting.

5.3.2.6. Queries raised as to how similar role could be engaged to assist the Treasurer position. Margaret to collate dot points of support treasurer role

5.3.2.7. Descriptor of role and process document established by Lauren to be distributed for review

5.3.2.8. Role currently suspended until further discussion and formal vote

5.4. Selvedge Mazagine

5.4.1. Well known UK magazine presented proposal for partnership with MAA, advertisement in exchange for our mailing list.

5.4.2. Considered to be onselling of our members list and goes against the requirements of the Act therefore will decline offer.

5.4.3. Might be useful in other manner for Hats Off - for Lorraine to consider

5.5. Hats Off to Adelaide

5.5.1. Theme appearing of New and Emerging - concept to theme to create and clear message

5.5.2. Advertisement for Hat Magazine submitted due to appear in April Issue

5.5.3. Goal of 20 tutors including 4 overseas tutors with 200 delegates

5.5.4. Possibly looking at costume designers as tutors - suggested costume makers could be a good target market as delegates

5.5.5. Drafting budget based off Hats off to Brisbane budget - draft to be completed by Lorraine for next meeting

5.5.6. Concept of approaching tutors instead of giving a general call out expressed as an alternative approach by Lisa, Rachael and Lauren

5.5.7. Possible partnership with Adelaide City Council

5.5.8. Will submit monthly reports

5.5.9. Laptop- updated organised by Lauren has been mailed to Lorraine

5.6. Members meeting - date and content - interstate participation

5.6.1. Future thought due to time restraint of current meeting

5.6.2. Currently Melbourne based

5.6.3. Strong consideration of the content presented to the members and the location it is completed in.

5.7. Communication

5.7.1. When replying to e-mail, select "reply all" to ensure all committee members are aware of the conversation occurring.

6. Date of Next Meeting

6.1. Executive Committee: Tuesday, February 23rd at 6:30pm. Online meeting invitation to be send.

7. Action Plan

Person Responsible	Action	To be completed
Brenda	Review Zoom and subscribe or seek alternative	Notice of next meeting 16/2
Margaret	Arrange new account for Hats Off to Adelaide with Lorraine	
Margaret	Collate quotes of Treasurer computer	Notice of next meeting 16/2
Margaret	Collate dot points of possible tasks to assist Treasurer role	Notice of next meeting 16/2
Lisa	Sending information regarding Xero to Margaret	
Rachael	Comparison of MAA Rules and 2012 Act	Notice of next meeting 16/2
Lauren	Distribute Project Proposal Form	Promptly
Lauren	Decline offer from Selvedge	Promptly
Lorraine	Prepare draft of budget for Hats Off to Brisbane	Next Meeting 23/2
Everyone	Prepare concepts and draft Project Proposal for own area	Ongoing
Administration Role	Place Project Proposal Template in Members Section of the Website	Suspended position



THE MILLINERY ASSOCIATION
OF AUSTRALIA INC

The Millinery Association of Australia Inc.

Annual General Meeting

Tuesday 24th November 2015

Treasurer's Report

Melbourne Bank Balance as at 31/10/2014 from Treasurer's Report 2014	\$23,554.82
INCOME memberships	\$14,740.00
merchant settlements	\$16,740.02
functions/events	\$68,494.63
bank interest	\$61.69
miscellaneous	\$0.00
	\$100,036.34

EXPENSES bank fees	\$1,201.69
stationery	\$941.04
functions/events	\$61,331.37
miscellaneous/web costs	\$5,429.51
subscriptions	\$690.00
reimbursements	\$23,840.51
merchant sales repayments	\$10,582.00
	\$104,016.12

Melbourne Opening Balance from 31st October 2014	\$23,554.82
Plus income	\$100,036.34
	<u>\$123,591.16</u>
Less expenses	\$104,016.12
Melbourne Bank Balance as at 31st October 2015	\$19,575.04
Brisbane Bank Balance as at 31 Oct 2105	\$24,786.86
Melbourne Interest Bearing A/C as at 31st October 2015	\$20,782.31
Total assets as at 31st October 2015	\$65,144.21

PRESIDENT

VICE PRESIDENT

MILLINERY ASSOCIATION OF AUSTRALIA HATS OFF TO BRISBANE CONVENTION

SPONSORSHIP

Item	Company	Value	Amount Sold	Income
Premium Platinum Sponsorship		\$5,000.00	1	\$5,000.00
Gold Sponsorship		\$2,000.00	4	\$8,000.00
Silver Sponsorship		\$600.00	5	\$3,000.00
Trade Table Extra Days		\$200.00	2	\$400.00
Trade Table Sunday Only		\$300.00	1	\$300.00
Grand Finale Dinner		\$3,000.00	0	\$0.00
Mystery Hat Competition		\$1,500.00	1	\$1,500.00
Cocktail Party		\$1,000.00	0	\$0.00
INCOME FROM SPONSORSHIP			14	\$18,200.00

TUTORS

Item	Value	Total Tutors	Expense
Workshop Tutors			\$33,780.00
Taxi travel/ Airport pickups			\$2,313.10
Tutor travel			\$8,984.43
Tutor accommodation			\$14,874.00
Tutor meals			\$5,800.00
Overseas Tutor fees			\$7,600.00
Total Expense for tutors			\$73,351.53

DELEGATES + OTHER INCOME

Delegates	673	187	\$116,261.00
Functions			\$36,711.34
ACT/Tip Book/ Apron			\$8,514.00
Total income from delegates			\$161,486.34

OUTCOME

Total Income	Sponsorship, Delegate + Income		\$179,686.34
Total Expenses	Tutors, Misc Expenses		\$164,242.45
PROFIT			\$15,443.89

MISC EXPENSES

Item	Cost
Printing	\$792.11
Postage	\$318.30
Advertising/Tip book	\$6,121.66
Welcome Basket tutors	\$784.87
Photography	\$700.00
Tutors welcome party	\$1,513.47
Bank fees	\$595.44
Decoration GFD	\$938.12
Misc Materials	\$1,082.39
Lanyards + Aprons	\$1,882.00
Alison & Brenda	\$16,000.00
Free Tickets	\$8,025.00
GFD Entertainment	\$6,500.00
Grand Finale Dinner	\$22,358.49
Cocktail party	\$12,592.85
MHC Prize money	\$1,100.00
College Costs	\$ 1,000.00
ACT	\$ 7,764.00
Master Milliner Challenge	\$ 822.22
TOTAL EXPENSES	\$90,890.92



CHRISTINE MARTIN

SECRETARY

MILLINERY ASSOCIATION OF
AUSTRALIA

P O Box 184 Brunswick West

Vic 3055

27-11-2015

Millinery Pop up Shop report 2015

The MAA pop up shop this year changed to a new location in Toorak Rd, South Yarra in the Como Centre. It also operated for a longer time, 6 weeks, at the request of the centre management. It was organised by a sub-committee chaired by Christine Martin. We employed both Orna and Sala, on a part time basis, to manage the shop. With the help of the same small group of milliners, Michele, June, Karin, Rebecca, Wendy and Joanne (NSW), plus Robbie, Noela, Rachael (ACT), Phillip and Kim contributing their time all the other shifts were covered for the entire duration of our opening hours. Many thanks go to Margaret for all the time she put into the financial side of operations.

This year we purchased the shop fittings, including 6 wire shelving units (flat packed), 4 folding trestle tables and 2 sets of display cubes plus signage that can be used again. This then provides the Association with the equipment to hold a static display, demonstration or shop at any time of the year. These items could also be available for members to hire, for a small fee, to help recover the original purchase costs.

The Pop up shop featured 20 milliners from around Australia with all milliners making multiple sales. We received excellent feedback from everyone who visited the shop and we collected many more names for our MAA database.

We are extremely happy to announce that we did very well this year and have made a profit. (see figures below).

Financial report - MAA Pop up Shop 2015

INCOME

Participation fees	\$10,900.00
20% commission	<u>\$ 8,622.80</u>
	<u>\$19,522.80</u>

COSTS

Mirvac rental	\$6,270.00
Wages - Orna	\$4,475.00
Sala	\$1,812.50
Total Package	\$1,015.30
Flemington signs	\$528.00
Shop fittings	\$899.87
Curtains & rods	\$110.00
Hardware	\$9.96
Sundries	\$66.41
Labour	\$50.00
Window cleaning	\$60.00
Unpaid to Christine	\$167.47
<u>Lauren`s charges</u>	<u>\$75.00</u>
	<u>\$15,539.51</u>

Therefore the MAA Pop up Shop made a PROFIT of \$3,982.29

MAArvelous Millinery 2015 Financial Report

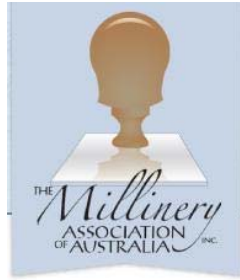
Title	Expenses	Income	Outcome
ANZ Pavilion(details below)	\$17,558		
Catering -food/ drink			
AV-Sound & Lighting			
Models -\$100 x10	\$1,000		
Kangan Hair & Beauty Make Up	\$165		
Lee Sanders Photography	\$550		
ADVERTISING/PR			
Facebook	\$193.11		
Progressive PR	\$2,200		
Flyer (design)	\$168		
TRYBOOKING			
Credit Card Charges	\$123.87		
DOOR PRIZES			
Cards printed	\$10		
Sandy Forrester Expenses	\$76		
INCOME (tickets sold)		\$5,750	
Trybooking Ticket Sales \$70 X 71= \$4970			
Door Ticket Sales \$70 x 14=\$780			
Milliners' Tables 30 x \$200		\$6,000	
			LOSS OF
TOTAL	\$22,043.98	\$11,750	\$10,293.98
less PR \$2200 (not incl. in past 2 years)	\$19,843.98		\$8,093.98

MAArvelous Milliners' Design Competition

1ST PRIZE MAA SPONSORSHIP Money used for this was in lieu of last year's MAA Scholarship Fund
 Return Flight TO Paris \$2000
 Return Train Trip to Toulouse \$300

In my opinion MAArvelous Millinery should be held in or both Brisbane & Sydney whei leading upto their Carniv don't have to contend with 2 Racing Clubs holding many Millinery Events of their own that their Members no lo look to outside Events promoting Millinery.

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Position description: Administration Assistant for the Millinery Association of Australia (Contractor)
Name change: Web and Social Media Manager

Responsibilities:

Website

- Creating and editing member log in profiles for current paid members
- Creating profiles for any new members
- Creating event information pages
- Managing content of all pages
- Annually removing any unpaid members

E-mail

- Manage the e-mail account admin@millineryaustralia.org
 - responding in accordance with the Millinery Association of Australia philosophy
 - forwarding any business outside of the role to the Secretary
 - receive and respond to website enquiries relating to posting and editing content, milliners profiles and event notifications
- Distribute
 - Information flyers to members for events
 - Surveys following events

Note: The following tasks do not fall under the responsibility of the administration assistant as they are the role of the secretary:

- Distributing meeting agendas, minutes and requests for participation in events

Social media

- Manage Members group
 - Post e-mails eg- upcoming general meeting, links to forms or surveys
 - Add new members and remove any unpaid members at the commencement of the Millinery year as advised by Treasurer or Secretary.
- Manage Instagram
- Respond to member questions or direct to appropriate Committee member

Online Drive

- Set up Dropbox Account
- Upload appropriate documents or files into the appropriate folder

Survey Gizmo

- Set up and distribute survey following events
- Collate responses and present to the committee or the appropriate member for presentation to the committee.

Newsletter - (to be determined)

- Compile content
- Manage printing and distribution

MAA Events

- Specific tasks surrounding MAA events which may include, but not limited to membership information, development and printing of flyers, distributing press releases

Allocation of other tasks

- Will be undertaken once the tasks listed above in order of priority are completed unless deemed an overriding priority
- Time spent will not exceed the set weekly agreement unless previously agreed to by the committee

Rate of Pay

- \$25.00 per hour for 4 hours per week (totalling \$100.00) for 48 weeks of the year. This hourly rate is an annualised rate, inclusive of relevant allowances, particularly including leave loading, and overtime. Variations to the number of hours required will be approved by the committee for an extended amount of time for a specific week (approval would occur, during or before the commencement of that week).
- This is a contractor role, therefore Superannuation Guarantee payment is not required.
- Invoice will be submitted to the Treasurer and are required to be accepted by the executive committee each month for the hours worked in the previous month
- Reimbursement for consumables and expenses to be invoiced with supporting evidence
- Vehicle allowance to be reimbursed at \$0.78c / klm to a maximum of 400 klms / week.

See Related Award section for further detail

Location

- Work location at own discretion with due consideration to confidentiality of the association

Accountability

- The administration assistant will attend each committee meeting when possible and report upon the work completed
- If unable to attend a meeting a report should be submitted to the Secretary before the meeting

A review of the responsibilities is to be undertaken annually at the first executive committee meeting of the year. Note: Commencement of agree in 2015 to 2015 AGM then annually AGM to AGM.

Related Award

Clarks private sector award 2010 - MA000002

<http://www.fairwork.gov.au/awards-and-agreements/awards/list-of-awards#>

11. Part-time employment

[Varied by PR992122]

11.1 A part-time employee is an employee who is engaged to perform less than the full-time hours at the workplace on a reasonably predictable basis.

11.2 Part-time employees are entitled on a pro rata basis to equivalent pay and conditions to those of full-time employees.

11.3 At the time of engagement the employer and the part-time employee will agree in writing on a regular pattern of work, specifying at least the numbers of hours worked each day, which days of the week the employee will work and the actual starting and finishing times each day.

11.4 Changes in hours may only be made by agreement in writing between the employer and employee. Changes in days can be made by the employer giving one week's notice in advance of the changed hours.

11.5 An employer is required to roster a part-time employee for a minimum of three consecutive hours on any shift.

11.6 All time worked in excess of the hours as agreed under clause 11.3 or varied under clause 11.4 will be overtime and paid for at the rates prescribed in clause 27—Overtime rates and penalties (other than shiftworkers).

11.7 A part-time employee employed under the provisions of this clause must be paid for ordinary hours worked at the rate of 1/38th of the weekly rate prescribed for the class of work performed.

B.3 Level 3

B.3.1 Characteristics

Employees at this level have achieved a standard to be able to perform specialised or non-routine tasks or features of the work. Employees require only general guidance or direction and there is scope for the exercise of limited initiative, discretion and judgment in carrying out their assigned duties.

Such employees may be required to give assistance and/or guidance (including guidance in relation to quality of work and which may require some allocation of duties) to employees in Levels 1 and 2 and would be able to train such employees by means of personal instruction and demonstration.

B.3.2 Typical duties/skills

Indicative typical duties and skills at this level may include:

(i) Prepare cash payment summaries, banking report and bank statements; calculate and maintain wage and salary records; follow credit referral procedures; apply purchasing and inventory control requirements; post journals to ledger.

(ii) Provide specialised advice and information on the organisation's products and services; respond to client/public/supplier problems within own functional area utilising a high degree of interpersonal skills.

(iii) * Apply one or more computer software packages developed for a micro personal computer or a central computer resource to either:

- create new files and records;

- maintain computer based records management systems;
 - identify and extract information from internal and external sources; or
 - use of advanced word processing/keyboard functions.
- (iv) Arrange travel bookings and itineraries; make appointments; screen telephone calls; respond to invitations; organise internal meetings on behalf of executive(s); establish and maintain reference lists/personal contact systems for executive(s).
- (v) Application of specialist terminology/processes in professional offices.
- (vi) Call centre customer contact office grade 2 is employed to:
- perform a broader range of skilled operations than grade 1;
 - exercise some discretion and judgment in the selection of equipment, services or contingency measures;
 - work within known time constraints;
 - provide multiple specialised services to customers (including complex sales, service advice for a range of products or services, and difficult complaint and fault inquiries);
 - deployment of service staff using multiple technologies; and
 - exercise a limited amount of leadership over less experienced employees.
- An employee who holds a Certificate III (Customer Contact) or equivalent is to be classified at this level when employed to perform the functions defined.

* Note: These typical duties/skills may be either at Level 3 or Level 4 dependent upon the characteristics of that particular level.

Pay Scale

The rate of \$25 / hour covers annual leave 17.5% and superannuation 9.5%.

Level 3 hourly rate: \$20.74 @ 52 weeks	\$4,313.92
Leave Loading: \$20.74 X 16 hours X 17.5%	\$58.07
Super: (\$4313.92 + \$58.07) X 9.5% =	\$415.34
Total:	\$4,787.33

Frequency of Payment Employees must be paid their wages weekly or fortnightly as determined by the employer or monthly if mutually agreed. Where payment is made monthly it must be on the basis of two weeks in advance and two weeks in arrears. Where an employee is paid by cash or cheque and, because of the arrangement of their ordinary hours, take a day off on a day which coincides with payday, they must be paid no later than the working day immediately following payday. However, wages may be paid on the working day preceding payday if the employer is able to make suitable arrangements.

Notice of Resignation

<http://www.fairwork.gov.au/ending-employment/notice-and-final-pay/resignation-how-much-notice#1996-1999>

Based on Clerks Private Sector Award 2010 [MA000002].

Minimum notice period An employee has to give the following minimum notice period when resigning:

Period of continuous service	Minimum notice period
Less than 1 year	1 week
1 - 3 years	2 weeks
3 - 5 years	3 weeks
Over 5 years	4 weeks

Minimum notice periods for employer dismisses an employee

<http://www.fairwork.gov.au/ending-employment/notice-and-final-pay/dismissal-how-much-notice>

An employer has to give the following minimum notice periods when dismissing an employee:

Period of continuous service	Minimum notice period
Less than 1 year	1 week
1-3 years	2 weeks
3-5 years	3 weeks
over 5 years	4 weeks

Serious misconduct

When an employee is terminated on the grounds of serious misconduct, the employer does not have to provide any notice of termination. However, the employer does have to pay the employee all outstanding entitlements such as payment for time worked or annual leave. Serious misconduct is when an employee:

- causes serious and imminent risk to the health and safety of another person or to the reputation or profits of their employer's business, or
- deliberately behaves in a way that is inconsistent with continuing their employment.
- Examples of serious misconduct include theft, fraud, assault, or refusing to carry out a lawful and reasonable instruction that is part of the job.

<http://www.fairwork.gov.au/ending-employment/notice-and-final-pay>

Fair work Australia-13 13 94
Reference number to call – 6445605 – 20/04/2015

Current arrangement to continue until the revised agreement has been signed by the administration assistant selected by the executive committee, president and one other member of the executive committee.

Administration Assistant:	
Signature:	
Date:	

Approved by:

President Name:	
Signature:	
Date:	

Executive Office-bearer Name:	
Signature:	
Date:	

Original Motion for Administration Assistant for the Millinery Association of Australia tabled at the Executive Committee Meeting on Tuesday, March 31st 2015 and was passed via a unanimous vote.